

**ATTENTION ALL NDE PORTAL USERS:**

Please log onto your portal accounts and go to the “My Profile” tab and check to make sure your contact information (**especially the email address**) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users’ Portal account to send vital information. Thank you!!

**Register Now**

**Champions for Equity in Education: Better Data – Better Decisions**

**2019 NDE Data Conference – April 29-30, 2019 – Younes Conference Center – Kearney, Nebraska**

Contact: Debe Dockhorn (402-471-2748 or [debe.dockhorn@nebraska.gov](mailto:debe.dockhorn@nebraska.gov)) Jeannie Chastain (402-471-2288 or [jeannie.chastain@nebraska.gov](mailto:jeannie.chastain@nebraska.gov))

The NDE Data Conference will be held April 29-30, 2019 at the Younes Conference Center – Kearney, Nebraska. This conference will provide opportunities to learn about how to improve data quality in the first-year of ADVISER statewide implementation, as well as hear from experts about the latest policies and techniques in education data. The conference is open to all Nebraska Public School Districts’ educators but the main audience are the people that input information into the Student Information System or those in charge of the Student Information System as well as the Administrators that “approve” the data. This conference will help to get the teams on the same page and know who to contact at NDE if there are questions, issues or concerns.

To register, or for more information, visit the conference website at <https://www.education.ne.gov/dataservices/events/>.



**Staff Reporting and Staff Leaving**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHELP@nebraskacloud.org](mailto:ADVISERHELP@nebraskacloud.org))

REMINDER! DO NOT DELETE anyone from Staff Reporting that worked in your school district during the 2018-2019 school year. If they have left or are leaving put an end date in their position assignment. If you delete them, their experience at your district will not be recorded in the NDE Staff database. This database is used as a validation for Teacher Certification when they verify experience which is required when renewing certificates. If you delete their experience, the teacher may not be able to renew their certificate.

If you have deleted some staff you should not have deleted, please add them back with an end date in the staff position assignment.



**2018-2019 Support for Improvement Grant – OPEN: March 13 – DUE DATE: April 10**

Contact: Diane Stuehmer (402-471-1740 or [Diane.Stuehmer@nebraska.gov](mailto:Diane.Stuehmer@nebraska.gov))

The 2018-2019 Support for Improvement is open in the GMS and due to NDE **April 10**. Only schools identified as being in improvement will receive funding for the 2018-19 school year. Questions can be directed to the NDE Title I Reviewer assigned to your district. The **Contact Us** link is located at the bottom of each application page.



### **Nonpublic Curriculum Reporting System 2018-2019**

#### **AUDIT WINDOW CLOSES: March 15**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

*This is required for Nonpublic Systems only.*

The Nonpublic Curriculum Reporting System 2018-2019 will collect data on courses teachers teach for use in determining compliance with Rule 10 and Rule 14. The Nonpublic Curriculum Reporting System is located under the "Data Collections" tab in the NDE Portal. An activation code is required. **Due Date: February 28. Audit Window close date: March 15.**



### **Nebraska PowerSchool User Group Conference**

Contact: Ellie Schroeder: [eschroeder@esu10.org](mailto:eschroeder@esu10.org) or Andie Maupin: [andrea.maupin@bpsne.net](mailto:andrea.maupin@bpsne.net)

**Thursday April 11 at ESU 3 in LaVista**

**Registration Link Updated here:** <https://nebraskapowerschoolusergroup.regfox.com/nepsug-annual-conference>

#### **TENTATIVE LIST OF SESSIONS:**

New Student contacts - import

Secretary Session

PowerSchool 101

EOY (End of Year)

ADVISER

Incident Management - ADVISER - Teachers

Must have customizations

Security-Role administration

Custom page management - New in 12.1

Graduation planner

What's your question at lunch

Mirrored & Reporting Schools

NDE portal reports

Attendance - Conversions, Bell schedules, membership values, calendar

#### **A block of rooms are reserved at: Comfort Inn Suites**

8121 Eastport Parkway, La Vista, NE 68128 (5 minute drive to ESU 3)

King Bed or 2 Queen Beds for \$93.00

Reservations may be made by calling the hotel direct at **402 505-7333**, choose **option #2** and ask for the group block "Nebraska Power School Users" Group block.

OR

<https://www.choicehotels.com/reservations/groups/RO56N>

**\*The block of rooms will held until March 20th, 2019\***



### **IDEA MOE for Compliance Standard – OPEN: March 15 – DUE DATE: April 30**

Contact: Pete Biaggio (402-471-4308 or [pete.biaggio@nebraska.gov](mailto:pete.biaggio@nebraska.gov))

IDEA Part B Special Education Maintenance of Effort (MOE) Application for Compliance Standard for school year 2017-2018 opens on March 15. The report may be accessed within the NDE Portal under the Data Collection tab.

School district receipt of IDEA dollars is contingent upon maintaining fiscal effort for Special Education. Districts must expend a greater or equal amount of local or local/state funds from a previous year highest level to meet the MOE requirement. Final calculations based on actual special education school district expenditures/receipts/data obtained from the 2017-2018 AFR, GMS and NSSRS are available and have been compared to the highest levels of fiscal effort. As a result, calculations for meeting the IDEA MOE Compliance Standard may have resulted in a MOE excess or shortage that requires school district review for determination of adjustments or credits that could modify the MOE level.



### **2019-2020 U.S. Department of Education**

**REAP (SRSA) Grant has opened in Grants.gov – DUE DATE: APRIL 26, 2019**

Contact: Kirk Russell (402-471-2741 or [kirk.russell@nebraska.gov](mailto:kirk.russell@nebraska.gov))

Apply Now Small, Rural, School Achievement Program (SRSA). The purpose of the Small, Rural School Achievement (SRSA) program is to provide rural LEAs with financial assistance to fund initiatives aimed at improving student academic achievement.

Local education agencies (LEAs) are entitled to funds if they meet basic eligibility and application requirements. Awards are issued annually, and award amounts are determined using [a formula](#).

**To register/apply, or for more information go to Grants.gov**

**<https://www.grants.gov/view-opportunity.html?dpp=1&oppld=313089>**



### **Staff Reporting, Time and Effort Logs and Reimbursement**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

An update has been posted to the Staff Instruction Manual located at [STAFF INSTRUCTION MANUAL 20182019-v-8.0.1-March-2019.pdf](#) for the Special Program Indicators listed on page 22. Review these changes carefully and make sure the Staff Reporting is accurate for 2018-2019, minimizing staff reporting errors, maximize reimbursement of funds. We have included the program coding and a reminder about Time and Effort logs for those that are paid with federal funds. We have also added to the GMS IDEA Funding report listed in the Portal under Student & Staff Tab under NSSRS Validation, Staff Verification Reports. You can choose the different position types to see if the staff funded by that program are listed. If not, then you may need to update the staff reporting to be able to get reimbursement for those staff not on the report.

If the appropriate staff are listed on the report, you should be able to claim those staff for reimbursement.

There will be a session at the Data Conference in April. Please come and learn more about minimizing Staff Reporting Errors, **MAXIMIZE** Grant Reimbursement.



### **Assistive Technology Specialist**

Contact: Amy Rhone in Special Education ([amy.rhone@nebraska.gov](mailto:amy.rhone@nebraska.gov))

Assistive Technology Specialist (1122) is now available for districts to report if they have this position in their school district. It is NOT limited to ESU's only. Here is the updated description and requirements for the position.

#### Assistive Technology Specialist (1122)

An assignment to perform assistive technology functions of a school district or Intermediate Education Agency. These duties may include, but are not limited to, providing guidance and assistance to other staff members in planning for and using assistive technology to support classroom instruction.

Statutory Requirement	None
Regulatory Requirement	Nebraska Department of Education Certification, or State of Nebraska licensure by an appropriate board of examiners. 92NAC 51-007.07C3(a-c)



#### **ADVISER Validation Error #439 Reactivated**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

#### **Error 439: No Current School Enrollment Record for a High School Student Enrolled In the Previous Year**

A student in high school was enrolled in the previous year but does not have a current enrollment record based on the Graduation Cohort process that is run nightly. To fix, publish a current school enrollment record for this student showing the appropriate exit code or entry code, or if a correction needs to be made to the previous school year please submit a CDC Graduation Cohort Resolution Request. After a change is made, please wait until the next day to review this error.



#### **Clarification on Keeping Attendance for Part-time Students, Early Childhood SPED and Rule 11 Students Served in the Home**

Contact: Pam Tagart (402-471-4735 or [pam.tagart@nebraska.gov](mailto:pam.tagart@nebraska.gov))

After researching recent questions, it has been determined that Rule 1.003.03B4 and Rule 2006.02B require school districts to maintain cumulative attendance and membership records **for each student**. NDE will be updating the Who Reports What document to reflect these rules on keeping attendance on these students, as this is different guidance than what was supplied by NDE staff in the past. Since it is February 2019, please do the best you can for reporting 2018-2019 calendar and attendance data. Please review the Calendar Details, Student Attendance Summary, and ADA/ADM verification reports in the ADVISER Validation website to ensure students are being reported correctly.

Under ADVISER the **Days in Session** count for each student is determined by looking at the calendar track the student is assigned to and summing up the number of in-session days reported under that track. Only in-session days that are between the student's enrollment entry and exit dates are counted. A student is automatically assumed to be present for all in-session days reported in their calendar track, unless an absence is reported. The number of **Days Present** for a student is found by summing their Days in Session from their calendar track and subtracting the absences reported for the student. The **Average Daily Membership** calculation aggregates the Days in Session numbers for all students, with each student's numbers being weighted according to their FTE. The **Average Daily Attendance** is the same calculation performed using the Days Present numbers.

In reviewing this issue and the uses of the data, here are some things that may be affected if you do not report attendance/absence data to NDE:

1. State per pupil expenditures will be lower because the divisor will include students for whom attendance is not kept and the students will look like they are 100% in attendance which may not be accurate. This calculated data element determines Nebraska's NPEFS reporting which is used for federal allocation for IDEA programs including Title I and SPED. A lower state per pupil expenditure means Nebraska will get a lower amount in federal allocation.
2. ADA/ADM is used in Calculating Title I Maintenance of Effort but it is only part of the formula.
3. District per pupil expenditures will be lower for the same reason as #1.
4. Some Grants use ADA.
5. If these students aren't included in membership they won't be factored in for TEEOSA.



### **HOW TO CONTACT THE NDE HELPDESK**

1. Click on the "Helpdesk Request" in the upper right hand corner. This will open your email to send your question to the NDE Helpdesk at [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org). Include your full name, organization and a detail description of your question. This email will automatically create a ticket.
2. Send an email directly to: [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org). Include your full name, organization, a detail description of your question, alternate contact and phone number. This email will automatically create a ticket.
3. Call Toll Free: 888-285-0556 – **This is a Voicemail line ONLY.** Leave your full name, organization, call back number and a brief description of your question.

The Helpdesk Request and email to [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org) are the fastest ways to get your questions to the Helpdesk. All questions are answered in the order in which they are received.

### **NDE Bulletins: Past and Present:**

Current and past NDE Bulletins can be found at <https://www.education.ne.gov/bulletins>. We will also continue to send the bulletin out via e-mail.

***Denise Schuyler***

*Data, Research, and Evaluation - NDE IT Helpdesk Specialist*



Helpdesk: 888-285-0556 – [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org)

Email: [denise.schuyler@nebraska.gov](mailto:denise.schuyler@nebraska.gov)